



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

31-07

1. Application Date 28 JAN 72		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE			
2. Agency Application No. 5-72				Date Received FEB 3 1972		Application No. 66 FEB 8 1972	
3. AGENCY, Division, Subdivision & Administering Office Address Department of Defense, Civil Defense Division Logistics Section P.O. Box 18055 Atlanta, Georgia 30316				4. Person to Contact Harold L. Baccus		5. Working Title Logistics Officer	
				6. Tel. No. 627-2471			
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.							
8. Inclusive Dates 1964 to date		9. EXACT SERIES TITLE FEDERAL SURPLUS PROPERTY FILES					
10. What function performed resulted in creation of this series This office performs the function of donation and disposal of Federal Surplus Defense property. Documentation is required for control issue, use, compliance, and transfer of surplus property donated to local governments.							
11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any These files include copies of requisitions and intrastate transfer documents, requests, justifications and approvals or disapprovals for unlisted items and issue sheets from the Georgia State Agency for Surplus Property. They also include (1) OCD Form 376 (prior Federal approval) (2) OCD Form 184 (Disposals and Cannibalization) (3) State CD Form Log 12 (Prior State Approval) (4) State CD Form, Compliance and Audit Check (5) State Form Log 13 (Inventory) (6) State CD Form Log 14 (Custody Receipts). In addition to the major forms, 14 other less important forms are used as they are related to Civil Defense surplus property donations and disposals.							
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION		No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers						4	8
4 Legal-size File Drawers		19	38	Floor Space Occupied (Square Feet)		In Office(s) 28	In Storage Area(s)
				By Annual Accumulation		This Year's	Last Year's
				AVERAGE DAILY REFERENCES		45	35
						20	10

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ YES ☐ NO
14. Is there a duplication of this series in another office or agency? ☐ YES ☒ NO
15. Is the information contained in this series ever summarized or published? ☒ YES ☐ NO
16. Does the series contain classified information requiring security handling? ☐ YES ☒ NO
17. Does the series document policies and procedures of agency's operation or function? ☒ YES ☐ NO
18. Could the function be performed if the files were lost or destroyed? ☐ YES ☒ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☒ NO
20. Does the record series provide data as input to an EDP file? ☐ YES ☒ NO
21. Does the record series contain documentation produced as EDP printout? ☐ YES ☒ NO
22. Is the series affected by Federal or grant funds? ☒ YES ☐ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ YES ☒ NO

24. **REQUIREMENTS.** The following requires the files to be kept ^{See} ~~Disposition~~ years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☒ ~~FEDERAL~~ ^{Regulation} e. ☐ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

OCD Manual 5430.1, Federal Records Disposition Schedule

25. **AGENCY RECOMMENDATIONS.** This agency recommends that the file series be cut off at the end of each ☒ CALENDAR YEAR ☐ FISCAL YEAR ☐ OTHER, then:

Documents relating to transactions for \$2,500.00 or less, hold 2 years in CFA, then destroy or destroy upon receipt of Quarterly Civil Defense droppage forms, whichever occurs first.

Documents relating to transactions for \$2,500 or more, hold 4 years in CFA, then destroy or destroy upon receipt of State Civil Defense disposal form, whichever occurs first, except that holding period is 2 years for vehicles and 11 years for aircraft.

(Indicate briefly rationale for recommendations above/or write additional remarks):

(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

Inventory taken by <i>David D. Davis</i>	Recommendations prepared by <i>David D. Davis</i>	Approved for Division Date <i>Jack Cranham</i>	Records Management Officer Date <i>W. Brange 31-Jan-72</i>
Recommendations in Paragraph 25 are:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Head of Agency <i>James B. B. B.</i>	Date <i>2/1/72</i>
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Director, Archives & History	Date
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State	Date
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Governor of Georgia	Date



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See

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(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

Investigator: <i>W. B. Brown</i>	Recommendations prepared by: <i>W. B. Brown</i>	Approved for Division: <i>Jack L. Brantner</i>	Records Management Officer: <i>L. G. Brange</i> 31 Jan 72
Recommendations in Paragraph 25 are:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Head of Agency: <i>James O. B. [Signature]</i>	Date: 2/1/72
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Director, Archives & History: <i>Carol Hart</i>	Date: 2/3/72
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State: <i>Ben W. Tipton Jr.</i>	Date: 2-7-72
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Governor of Georgia: <i>Jimmy Carter</i>	Date: 2-7-72